

# Assistant to the City Manager

City of Royal Oak, MI

**Salary:** \$46,816 - \$67,624

An **Assistant to the City Manager**, upon application, shall have the following training & experience:

1. Master's degree in public administration or other similar master's degree program.
2. Michigan vehicle operator's license.
3. Prior experience in the public sector is desirable.

*See page 2 of this posting for additional desired qualifications and requirements*

**GENERAL STATEMENT OF DUTIES:** Under the direct supervision of the city manager, assists in planning, coordinating and analyzing city operations and initiatives. Performs research and special projects and assists in development and implementation of policy initiatives or operational modifications. Possesses well developed organizational skills and a good knowledge of municipal practices and procedures related to the duties assigned.

**ESSENTIAL JOB FUNCTIONS:** An **Assistant to the City Manager** may be called upon to do any or all of the following (*These examples do not include all of the tasks the employee may be expected to perform*). To perform this job successfully, an individual must be able to perform each essential function satisfactorily:

1. Assists the city manager in the ongoing process of municipal operations. Coordinates and performs projects, and develops, implements and maintains procedures to promote administrative best practices.
2. Works with other departments on special projects. Coordinates processes, provides research and administrative support, and otherwise facilitates the successful completion of city projects across departments.
3. Develops and/or administers budgets, activities, work products or other concerns that support particular areas of municipal operations or data gathering.
4. Researches and drafts standard and special reports, ordinances, and legal conditions. Gathers and assembles necessary information and data as directed.
5. Assists the city Manager in exercising and performing the managerial and administrative functions necessary for the effective and efficient operation of the city.
6. Manages special projects and programs as directed by the city Manager.
7. Assists the City Manager with ensuring city strategic planning objectives are achieved.
8. Researches, analyzes, and formulates recommendations regarding a wide variety of new or existing initiatives dealing with financial, organizational, programmatic, and economic or personnel issues.
9. Serves in a "catch all" capacity to fill particular job and task needs throughout the organization.
10. Serves as liaison between the city Manager, other city departments, elected officials, community groups, businesses, and the general public. Responds to inquiries and information requests, resolves issues, and refers unusually complicated situations to the appropriate party.
11. Responsible for recruiting, selecting, coaching and supervising any interns or other positions assigned exclusively to the office of the city manager.
12. Oversees Management Analyst/Grant Coordinator position in the office of the city manager.
13. Serves as ex officio member of city committees as designated by the city manager.
14. Serves as a member of state and regional committees, boards and organizations as designated by the city manager.
15. Prepares press releases and responds to media inquiries as directed by the city manager.
16. Fosters positive relationships with employees, residents, community groups, business leaders, local government officials, and the media.
17. Attends various commission, board and committee meetings, assists in researching and gathering meeting materials, and represents the city manager as directed.
18. Reviews professional and academic literature and related periodicals. Identifies important issue areas, summarizes articles of interest and reports information to appropriate personnel.

19. Keeps abreast of current issues, changing legislation and policies, new administrative techniques, and developments in the public administration field through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
20. Performs related work as required.

#### **QUALIFICATIONS FOR EMPLOYMENT:**

Required Knowledge, Skills, Abilities and Minimum Qualifications: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

1. Prior experience in the public sector is desirable.
2. The city, at its discretion, may consider an alternative combination of formal education and work experience.
3. Knowledge of the principles and practices of municipal administration, and skill in providing administrative support to such activities.
4. Knowledge of government operations, public administration, budgeting practices, grant writing and administration, and public relations.
5. Skill in developing, implementing and maintaining procedures to enhance efficiency in department operations and coordinate activities across departments.
6. Skill in the use of office equipment and technology, including Microsoft Office Suite applications, and the ability to master new technologies.
7. Ability to perform extensive research, compile complex data and prepare accurate records and reports, including financial analysis.
8. Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, business and community interests, elected officials, other employees, and professional contacts.
9. Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forums.

#### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate in person and by phone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, use sight to read and prepare documents and reports. The employee is frequently required to reach with hands and arms to grasp, hold, use keyboard, and carry equipment. The employee is occasionally required to stoop, bend, kneel and/or crouch to inspect conditions. The employee will occasionally lift equipment of light to moderate weight.

The typical work environment for this job is an office setting where the noise level is quiet to moderate, but travel to other locations is also necessary.

**APPLY:** The City of Royal Oak Human Resources Department must receive a completed City of Royal Oak *employment application, including a cover letter* **no later than 4:00 pm on Wednesday, September 16, 2015.**

Application packets are available in the Human Resources Office at City Hall or online at [www.romi.gov/jobs](http://www.romi.gov/jobs)